

30 NOV 1970



MEMORANDUM FOR: Deputy Director of Personnel for Special Programs

SUBJECT : Leave Program for Non-Staff EAA Store Employees

1. It is recommended that the following suggestions pertaining to subject program be approved and implemented at this time.

a. Employees will earn one hour leave for every fifty hours in a duty status.

b. By virtue of their service with the Store they will be granted an initial leave credit of twenty-five hours.

c. Leave earned during the current year in excess of fifty hours must be used or forfeited by the end of the leave year.

d. Upon termination of employment, lump-sum payment will be made for accumulated leave not to exceed fifty hours.

e. Legal holidays authorized for government employees will apply to this category of employment. Pay for each such holiday will be authorized for the number of hours that would normally have been worked.

f. At the beginning of the 1971 leave year and each succeeding leave year the equivalent of 3 days sick leave will be credited to each employee. This leave may be accumulated.

g. All leave must be approved in advance and employees will be urged to avoid pre-Christmas leave during the month of December.

2. It is further recommended that the EAA Store be closed for sale purposes from 28 - 31 December 1970 and that these employees be authorized pay for this period.

STATINTL



Chief, Benefits and Services Division